WHOLE EARTH INSTITUTE

*PRESENTS*

CYBERTHON

*A 24-hour Adventure in Virtual Reality*

September 27, 1990

Dear Cyberthon Presenter,

The final countdown is upon us, and it's time to give you the last-minute details. Enclosed you will find the schedule of presentations, the list of demos, and the entire packet of information we have sent the paying guests. Please look over all this material carefully!

If you are speaking, please check the presentation schedule to make sure your title and company name are correct, and your name is spelled correctly. Many of you plan to use audiovisual support for your presentations. The Main Stage will be equipped with a VHS tape player, video projector, two 35mm slide projectors, and a large projection screen. The Maze Stage will be equipped with a VHS tape player, a 27" monitor, one 35mm slide projector, and a projection surface. A 3/4" tape player will also be available if needed. Please arrive at the appropriate stage in advance of your scheduled speaking time so that you can check any audiovisual equipment you will be using and work out presentation details with the host for that stage.

If you are demonstrating a product, please check the enclosed list of demos to make sure all the information is accurate and that we have not left out any appropriate information. All demos will be placed in the maze with the exception of the games, which are all going to be grouped together in a large room which has sound isolation. The maze construction is going to begin Wednesday Oct. 3 at noon and will be finished by 5 p.m. Oct. 5. In order to accomplish this, some crews will be working around the clock! The maze will be ready for you to begin setting up your demo as early as 5 p.m. on Oct. 4, and demo set-up must be complete no later than 5 p.m. Oct. 5. I would like to stress that you give yourself **extra** time for set-up so that we will all have the time we need to make sure any unforeseen problems are taken care of.

The first time you come on site, you will need to check in at the Cyberthon entrance on the north side of the building and pick up your name tag. You **must** wear your name tag whenever you are on site for security purposes. This also applies to all of the running staff for the demos. If you have not turned in the complete list of the names of your running staff, please do so immediately so that we can insure that their name tags will be complete when they arrive.

The evening of Oct. 5 there will be a Wine and Cheese Reception with demos from 6 to 9 p.m. and wine and cheese until 10 p.m. We have scheduled this pre-event party to give you the opportunity to meet the other presenters and sponsors of Cyberthon as well as to provide us with a "dress rehearsal" of the actual event.

Please note that there will be members of the press at the Friday night party and the actual event. They will want to take advantage of this unique opportunity to interview many of you. In addition to the outside press coverage, we will have extensive documentation done by our own crews. They have requested that you provide us with any press materials you already have such as video tapes, still photographs, and printed material. We would like your permission to use this material in the documentation of Cyberthon.

I'd like to take this opportunity to thank you for your cooperation.Your willingness to participate in Cyberthon is what will make it a success!

Sincerely,

Cheryl L. Nash
Cyberthon Coordinator

27 GATE FIVE ROAD SAUSALITO, CA 94965 PHONE (415) 332-1716 FAX (415) 332-2416